

Policy & Procedure (P&P)

Policy Title :

Corrective Action Taken if Temperature Exceeds Acceptable Range

Department	Index No.	Scope
Laboratory & Blood Bank	LAB-098	All Blood Bank Staff
Issue Date	Revision NO	Effective Date
1432/6/5	3	1440/07/23
Review Due Date	Related Standard NO.	Page Number#
1442/07/23	CBAHI (LB. 58)	4

01. Policy:

The blood bank takes immediate action if there is change in temperature reading exceeding the normal range for blood bank refrigerators and/or freezers.

02. Definition :

N/A

03. Purpose :

To maintain adequate condition for blood bank components and reagents.

04. Procedure :

- 04.1. When the temperature exceeds normal limits (the temperature goes below 1°C or above 6°C for refrigerators or more than -30C for the freezer), the Blood Bank technician inspects the refrigerator and to rechecks the internal temperature of the blood bank refrigerator and/or freezers against the recorder.
- 04.2. The Blood bank technician calls **immediately** the hospital **Bio- medical engineer**, EXT no 2316, and applies a job order form. The Blood bank technician records the date, time and name of the Engineer to whom you informed.
- 04.3. If the problem is related to electricity the Blood bank technician calls immediately the maintenance staff and applies a job order form and note down the name of the electric technician to whom you informed.

04.4. If the malfunction cannot be repaired **within one hour**, the following steps are done to save the contents of the refrigerator or the deep freezer.

04.4.1. **For the problems involving the blood units' refrigerators:**

04.4.1.1. The Blood bank technician shifts the blood units to another refrigerator (in the blood bank or the laboratory) that maintains a temperature of 1°C - 6°C or to the cooling room in the laboratory once its temperature is not more than 8 C or less than 1 C.

04.4.1.2. This refrigerator will then be monitored every 4 hours by Lab Personnel.

04.4.1.3. If no other refrigerator is available, the Blood bank technician shifts the blood units to **thermo cool boxes** according to the following:

- The Blood bank technician places ice packs in the cool box
- The Blood bank technician places an insulator eg cotton or thick paper to keep the blood bags away from direct contact with ice.
- The Blood bank technician places the blood bags in the ice box.
- The Blood bank technician places a thermometer in between two bags and closes the box.
- The Blood bank technician puts a temperature chart on the box from outside.
- The Blood bank technician records the reading of the temperature every 20 minutes on the temperature chart.
- The Blood bank technician replaces the ice packs regularly to maintain the low temperature inside the thermo-cool box.

04.4.1.4. If the problem cannot be solved, the Blood bank technician calls the blood banks coordinator to arrange the shifting of the blood units to another blood bank temporarily using ice boxes as mentioned above.

04.4.1.5. In the case of shifting blood to outside the blood bank, the blood bank technician records all the details about where the bags are shifted. At what temperature they are shifted, the type of problem, the technician on duty, the technician who is

shifting to other hospital, number of units shifted, unit numbers and the staff who is receiving the blood in the other hospital.

04.4.1.6. The Blood bank technician brings back the blood units after the refrigerator problem is solved.

04.4.2. **For the problems involving the deep freezer:**

The Blood bank technician tries to shift to other deep freezer of the blood bank or the laboratory.

Do not shift them to ice boxes.

Otherwise arrange to shift the units to another blood bank as in steps above.

04.4.3. **For the problems involving the platelet agitator or incubator:**

The Blood bank technician keeps the platelet units at room temperature without agitation for 24 hours and discards them if not utilized.

04.4.4. **For the problems involving the reagent refrigerators**

04.4.4.1. The Blood bank technician removes all the samples and reagents from the refrigerators which are exceeding normal temperature.

04.4.4.2. The Blood bank technician transfers all the reagents to another refrigerators which is showing normal temperature reading.

04.4.4.3. The Blood bank technician validates the reagents stability before in use by doing the controls.

04.4.4.4. The Blood bank technician transfers all the reagent or samples once the refrigerator and/or freezers repaired.

04.4.4.5. The Blood bank technician monitors the temperature

05. Responsibilities :

All Laboratory and Blood Bank Staff of Al-Qunfudah General Hospital.

06. Equipment & Forms

- 06.1. Temperature recording chart.
06.2. Corrective action form.

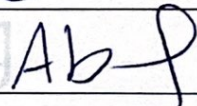
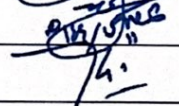
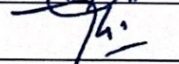
07. Attachment :

N/A

08. Reference

- 08.1. AABB technical manual 18th edition, 2014
08.2. The unified practical manual for Blood Banks in the Arab countries, 2013

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